

Energy Assistance Clerk

Central Indiana Community Action is looking for several Seasonal EAP Clerks to take Energy Assistance Application for residents in Grant & Madison Counties starting in October and ending in March.

The Energy Assistance Program assists eligible, low-income households pay for winter heating services by providing a one-time benefit to be used for energy bills.

Start date will be September 25, 2015. End date will be March 22, 2016. **

***Actual end date depends on program funding and need. There is no guarantee this position(s) will last until March 22, 2016. Position(s) can end at any time without advanced notice.*

Ideal applicants must possess:

- Excellent customer service skills;
- Strong attention to detail;
- Basic math skills;
- Data entry experience;
- Ability to work well in stressful/crisis situations;
- Ability to work Monday-Friday 8 am to 5 pm, with occasional evenings and Saturdays;
- Ability to attend all required training sessions;
- Ability to pass drug screen and criminal history background check;
- Reliable transportation and have a valid drivers' license.

Interviews will be conducted August 31- September 4, 2015.

Rate: \$9-\$10 per hour

Emailed resume to:

cicap@madisoncounty.in.gov

Central Indiana Community Action/JobSource/Madison County is an equal opportunity employer.